

CONFIDENTIAL

INSTRUCTION NO.  
LI 40-6-3

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SERVICES  
9 December 1954

SUBJECT: Vital Material Program

RESCISSION: LI 40-6-2 dated 1 March 1954

REFERENCE: LI 40-6-1 dated 8 July 1953

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1. GENERAL

The purpose of this Instruction is to establish a schedule (see Attachment 1) of documents of a recurring or continuing nature considered vital to the operations of the Logistics Office, and to provide for the orderly processing of all vital material to the repository provided under the Disaster Program. This schedule will serve as a guide to Logistics personnel in identifying documents to be made a matter of vital record. In addition to items listed in the attached schedule, documents of a one-time or non-recurring nature, considered vital to the operations of the Logistics Office, may also be deposited as prescribed herein.

2. RESPONSIBILITY

- a. It is the responsibility of Staff and Division Chiefs to provide for forwarding of vital material to the LO Area Records Officer (Chief, Records and Services Branch, Administrative Staff) for deposit on a current basis or for microfilming on a periodic basis, and for notifying the LO Area Records Officer when any vital material may be withdrawn from the Repository.
- b. It is the responsibility of the Area Records Officer to provide for the prompt deposit of Logistics Office vital material in the Repository.

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3. PROCEDURE

- a. Available vital material will be forwarded to the Area Records Officer on Monday of each week. Indication should be made if material forwarded is a replacement of material previously sent, in order that outdated documents or microfilm may be withdrawn.
- b. Form No. 36-215 "Vital Materials Transfer Slip" will be prepared and signed by the Area Records Officer and a copy furnished the Staff or Division as a record of material forwarded.
- c. Periodic microfilming of vital records may be arranged upon request to the Area Records Officer.

FOR THE CHIEF OF LOGISTICS:

  
Chief, Administrative Staff

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Attachment 1  
Vital Material Schedule

LO/AS/GM:mel

cc: MS/RMD (3)  
Compt/MRD (2)

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